

PREPARING A COMMAND OPERATIONS REPORT FOR A SHORE COMMAND

1) Read the current OPNAVINST 5750.12 series carefully. If you have any questions regarding the interpretation of this instruction, contact the Naval History and Heritage Command at COMM: (202)433-3224 or DSN: 288-3224.

2) Follow the Command Operations Report template, section by section, line by line.

3) Amplifying information for each section is as follows:

A) Command Data: This section simply requires concrete facts about your command. Ensure that you include any units assigned to you or under your operational control, as well as units deployed or stationed on board as tenant activities.

B) Commander's Assessment: This section is to be filled in by the Commanding Officer of your command. Be frank in your assessment of your command's ability to complete its mission. Include a discussion about notable achievements as well as challenges you encountered throughout the calendar year. It's as important, if not more so, to know how you faced into difficulties as it is to understand how you succeeded.

C) Chronology: The Chronology should include information about significant operations or exercises conducted by your command; training evolutions initiated or completed; major physical changes to facilities; major programs instituted which are related to your command's mission; and significant mishaps or damages sustained to facilities.

D) Narrative: The Narrative should amplify information included in the chronology. It does not need to be a comprehensive discussion of your command's activities, and should include references to Supporting Reports in order to convey more in-depth information.

E) Supporting Reports: Reports enclosed under this section should amplify information discussed in the Chronology and Narrative. Don't summarize the contents of supporting documentation in the body of the Chronology and Narrative; let these reports do the talking for you. Examples of Supporting Reports include, but are not limited to:

- Organizational charts
- Office or telephone directories
- Training materials
- Situation Reports
- Operational Reports
- Operational Orders
- Operations Plans

- Damage Assessments
- Casualty Reports

Any report that discusses how your command completed its mission, what challenges it faced, and how these challenges were or were not overcome is appropriate for inclusion as a Supporting Report. In order to more easily compile supporting reports, be sure to accumulate them throughout the course of the calendar year as they are created.

F) Published Documents: Records created by your command intended for either the general public or all command personnel should be included as Published Documents. Examples of published documents include, but are not limited to:

- Welcome Aboard materials
- Change of Command materials
- Cruise Books or Year Books
- Command newsletters
- Command websites

Include the URL of the homepage of your command's website in this section (ex: <http://www.history.navy.mil> for the Naval History and Heritage Command).

Ensure that any documents included in the Published Documents section were actually promulgated to command personnel or the general public; unpublished documents, including photographs, are not intended for inclusion in your Command Operations Report.

G) Photographs: At minimum, include a photograph of your Commanding Officer and Executive Officer. If available, include a photograph of your installation. Do NOT include photographs of non-operational activities if they have not already been published in a Published Document included above.

4) All Command Operations Reports submitted by shore commands shall be submitted to the Operational Archives section, Archives Branch, Naval History and Heritage Command on an annual basis. These reports are due by 1 March every year.